

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The primary duty and responsibility of the Deputy Chief of Police is assisting the Police Chief in managing the operations of the police department. Duties and responsibilities include the planning and direction of departmental operations, including supervision and management of police personnel below the rank of Police Chief; the development and implementation of a training program, the maintenance of department equipment, property, and supplies; the maintenance of departmental record and filing system; the performance of public relations duties; and the direction of law enforcement assignments and services. The Deputy Chief of Police may be required to perform the duties of the Police Chief in the chief's absence. The Deputy Chief of Police works with a high degree of independence, reporting to and having work reviewed by the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists in the management of all operations and services of the police department by assuming command in the absence of the Police Chief as required. Researches and plans programs and activities of the department. Recommends management policies, goals, and objectives for the department. Studies new laws or court rulings, and keeps informed on modern methods of police work and administrative practices in order to incorporate changes as needed. Assists the Police Chief in insuring that all department personnel policies conform to federal EEOC standards. Improves problem areas by inspecting, observing and evaluating various services and department operations. Maintains contact with boards, agencies, labor unions and related organizations whose operations affects the careers of police department employees and the work of the department.

Manages the law enforcement functions of the department by supervising subordinate officers who have responsibility for these functions. Directs various aspects of law enforcement activities and assignments, including patrol, crowd and traffic control, accident investigation, special tactical operations, criminal investigation, and handling of juveniles. Manages the organization of police services and officer deployment, optimizing cost effectiveness.

Manages police department employees by assigning work schedules, work or duty areas and approving leave. Holds meetings with subordinates to receive and review reports, and disseminate information. Manages the inspection of the appearance of all assigned personnel and equipment. Evaluates the work performance of subordinates and discusses work performance with subordinates and Police Chief. Maintains discipline as needed. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Delegates authority to subordinates for the more effective operation of the department.

Assists in the development and maintenance of a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for outside instruction to meet any training needs not available in the departmental training program.

Manages the preparation and maintenance of departmental records and reports by determining what information should be included in department records and in what form this information should be kept. Insures accurate maintenance of all records and develops new forms or revises existing ones to improve accuracy. Compiles and analyzes data needed for reports. Reviews incoming communications, delegating assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location. Writes letters in response to requests to the department or to communicate information as needed to handle problems or needs of the police service. Writes newspaper articles or any other type of official department position paper for publication.

Assists the Police Chief in the preparation of the total operating budget by gathering financial information and reviewing divisional budgets. Authorizes expenditures of funds allocated for police department operation and purchases equipment and supplies, keeping such purchases within the established budget. Prepares expenditure estimates. Prepares payroll records and sees that they are paid in accordance with department policy.

Meets with sales representatives to review products and make decisions on purchasing. Prepares specifications on new police department equipment for public bids. Reviews and approves purchase requisitions, vouchers for payment, or related financial records. Oversees the inventory of supplies and equipment, and orders such supplies as needed by the department. Monitors the disbursement of supplies and equipment to police personnel as required.

Manages the general care, maintenance, and use of departmental equipment, vehicles, and all other related departmental property and facilities. Acquires repair estimates and arranges for repairs and maintenance of all department buildings, property, or equipment. Inspects equipment or property to verify completion and working order.

Promotes a positive public image of the work of the department in the daily performance of duties. Answers questions from the public releasing information and informing the public about law enforcement operations or any related work of the department. Arranges for special public service projects to include the involvement of the community and public service agencies with mutual concerns. Serves as official department representative at meetings of governmental or civic committees and groups. Acts as a consultant for law enforcement agencies in surrounding areas, providing them with technical expertise, assistance and cooperation in law enforcement efforts when required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must not have less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the City of Ruston Police Department.